



TF EMPIRES

Payroll Readiness Worksheet

Prepare your business for compliant, confident payroll setup.

Before You Run Payroll

- Business entity is fully formed and active
- EIN obtained and confirmed
- State tax registrations completed (withholding, unemployment)
- Business bank account established
- Payroll provider or system selected

Employee or Contractor Classification

- Determine employee vs independent contractor status
- Review federal and state classification rules
- Obtain W-4 (employees) or W-9 (contractors)
- Document classification decisions

Payroll Setup & Ongoing Responsibilities

- Set payroll schedule and pay periods
- Configure tax withholdings and deductions
- File payroll tax forms on schedule
- Remit withheld taxes on time
- Maintain payroll records and reports

Payroll done right protects your people, your cash flow, and your credibility.